

WORKFORCE SERVICES

sdjobs.org

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM**TRAINING SITE SAFETY CHECKLIST**

Training Site: _____

Inspected by: _____ Date: ____/____/____

Participant Signature: _____

Host Agency Supervisor Signature: _____

ITEM INSPECTED	OK	ACTION NEEDED	N/A	CORRECTIVE ACTION TAKEN
Accident report forms on site?				
Does participant/supervisor know how to complete accident reports?				
Does participant/supervisor know where to send accident reports?				
Has training site provided safety training to participants within the past 12 months?				
Is well-supplied first aid kit on site?				
Does participant have access to first aid kit?				
Have provisions been made for first aid/medical care in case of an emergency?				
Does the participant have access to a phone?				
Is there a fire extinguisher that is accessible to participants?				
Does the training site have working fire and smoke alarms?				
Does the participant know how to use the extinguisher?				
Has the extinguisher been inspected and/or serviced in past years?				
Is there a plan for leaving the building in case of fire?				
Are there sufficient exits in case of fire/emergency?				
Does the participant know the exit plan or alternate routes?				

Do doors that swing in both directions have view panels?				
Does the training site or the participant have emergency numbers posted?				
Are electrical appliances grounded?				
Are cords in good condition?				
In the food service areas, are safety procedures practiced for the use, washing, and storage of knives?				
Are spills on floor mopped and dried promptly?				
Are aisles and passageways kept clean?				
Do stairs and steps have rails?				
Are stairs and steps well lit?				
Are stairs and steps in good repair?				
Do stairs and steps have a smooth but non-skid surface?				
Are outside steps and walks kept clear?				
When floor height changes, is the step or ramp clearly marked?				
Are electrical cords and extension cords properly covered when they cross a floor?				
Are extension cords adequate for appliances or tools connected to them?				
Are throw rugs and carpet edges secured?				
Is there access to a restroom?				
Is the restroom safe and sanitary?				
Is safe drinking water available at the training site?				
Are the participant's work areas clean and orderly?				
Is adequate space provided for tasks performed?				
Is the training site clear of obstacles that might cause tripping?				
Are scrap, old nails, and other debris disposed of or stored safely?				
Is the temperature reasonably comfortable throughout the year?				
Is the air free of smoke, fumes, and strong odors?				
Is the noise level normal and non-irritating?				
Have potential job hazards been pointed out to the participant?				
Are participants prohibited from lifting excessive weight?				
Has the participant been trained in the proper procedures for lifting?				
Are all tools/equipment properly stored and cared for?				
Are ladders safe and in good condition?				
Have the participants been trained to operate equipment, machines, or tools they use for their jobs?				
Are participant(s) aware of bad weather policy?				
Has the participant received First Aid training?				
Do participants know they are not required to exert themselves beyond their physical capacities?				